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ABSTRACT

This document presents a Comprehensive Guidance and Counseling Program Validation Summary to be completed by the superintendent of each school district within a Vocational Education Planning District in Ohio. Respondents are requested to verify that the comprehensive guidance and counseling program within the school district meets the requirements of the Ohio Administrative Code. For each of 18 components, the superintendent is to record whether the component has been completed, is in progress, or has not been initiated, in which case a proposed implementation data is to be given. The document notes that the Ohio Administrative Code requires local boards of education to adopt a policy regarding school guidance services and that school guidance services be provided to students in kindergarten through grade 12 in accordance with a written plan adopted by the board of education. It is further noted that school guidance services shall include systematic aid to students regarding educational, career, civic, personal, and social concerns including the harmful effects of drugs, alcohol, and tobacco. Finally, it is noted that the counseling services shall be provided by a certified school counselor. The document concludes that, because of the differences among schools, the guidance program's development must be viewed as evolutionary with efforts directed toward continuous review and improvement. (NB)

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Ohio Department of Education
Division of Educational Services
Guidance, Counseling and Development
Columbus, Ohio

THE COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM VALIDATION SUMMARY FOR CITY, COUNTY, LOCAL, AND EXEMPTED SCHOOL DISTRICTS

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A comprehensive guidance and counseling program must be available to all students within the VEPD to be eligible to complete a VEPD comprehensive strategic plan as required in the VEPD Comprehensive Strategic Plan Guide Introduction Section.

Rule 3301-35-03 of the Ohio Administrative Code requires local boards of education to adopt a policy regarding school guidance services. Rule 3301-35-03 (H) specifies the following:

(H) School guidance services shall be provided for pupils in kindergarten through twelfth grade in accordance with a written plan adopted by the board of education.

(1) School guidance services shall include:

(a) Systematic aid to pupils regarding educational, career, civic, personal, and social concerns including the harmful effects of drugs, alcohol, and tobacco;

(b) Appraisal, counseling, educational and career planning, referral, and staff consultations.

(2) Counseling services shall be provided by a certified school counselor.

Comprehensive guidance and counseling programs are identifiable, accountable, integrated with other programs (e.g., vocational education), and articulated with guidance and counseling programs at other educational levels (e.g., elementary, junior high, high school, college, and joint vocational schools). They are responsive to the needs of all students. Their purpose is to support the achievement of specific student competencies, thus empowering students to participate in their own development.

They are not a number of unrelated services and activities, but are planned and sequential, with leadership provided by qualified counselors. They employ a variety of program strategies (e.g., group guidance, assessment and/or counseling) that involve staff and parents working with guidance personnel. Guidance and counseling programs are accountable for student achievement of specified attitudes, skills, and knowledge.

The major content areas of a comprehensive guidance and counseling program are personal, social, educational, and career development. These areas overlap. For example, the career and personal/social areas share such goals as self-esteem, self-awareness, and interpersonal relationships. The career and educational areas share such goals as awareness of educational options, information-seeking skills, decision-making skills, and job placement. The career content area also shares goals with the academic and vocational programs.

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Examples of this sharing are increased understanding of career opportunities related to school subject areas, the improvement of basic skills through career-related activities, and staff cooperation and mutual respect in assisting students to make informed, rational choices concerning their high school and post-high school training.

Planning of guidance and counseling programs must include an emphasis on the development of student, teacher and parent competencies in all content areas. Programs are continually improved and are coordinated with other school programs to guarantee student participation in regularly delivered guidance activities.

Many differences exist among schools in such areas as staff, facilities, financial resources, equipment and supplies, and community resources. Therefore the guidance program's development must be viewed as evolutionary with efforts directed toward continuous review and improvement.

COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM VALIDATION SUMMARY

VEPD Name _____ VEPD Number _____

Address _____

Telephone _____

Number of Counselors _____ Number of Students Served _____

Contact Person _____ Telephone _____

Comprehensive Guidance and Counseling Program Validation Summary Checklist

Instructions: The superintendent (or designee) of each school district within a Vocational Education Planning District is requested to verify that the comprehensive guidance and counseling program within the school district meets the requirements of the Ohio Administrative Code as identified in the Comprehensive Guidance and Counseling Program Validation Summary Checklist.

Please fill in the blank with the percentage that appropriately reflects the level of achievement attained in the guidance and counseling program component identified in each statement and attach the information or materials requested.

Not Initiated (zero percent) indicates that the component has not been introduced at this time. Enter the date that the component will be implemented.

Completed (100 percent) indicates achievement.

In Progress (enter percentage achieved) indicates the current level of progress and identifies the percent of component development.

Not Initiated Proposed Implementation Date	Completed (100%)	In Progress (% Achieved)	
			1. There is a district or school philosophy statement.
			2. There is a guidance philosophy statement.
			3. There is an overall goal statement for the comprehensive guidance and counseling program that addresses the personal, social, educational and career development of students.

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Not Initiated Proposed Implementation Date	Completed (100%)	In Progress (% Achieved)	
			4. There is a set of student goals related to the program goal statement. - The goals are specified by grade level - The goals are specified by levels or degree of achievement
			5. Student goals are representative of the needs of both male and female students from all language, economic and ethnic groups.
			6. There are measurable student competencies specified for each of the student goals.
			7. A guidance curriculum is identified and established that directly addresses each student competency.
			8. Appropriate guidance activities related to specified student outcomes are adequately staffed.
			9. The comprehensive guidance and counseling program articulates with other school and community programs.
			10. The program provides support to all students in meeting achievement and proficiency standard.
			11. The program provides for articulation among all levels of guidance program within the school district and the continuity of students' personal, social, educational and career competency development at all levels.
			12. A plan exists for identifying, developing and applying the expertise of all available personnel.

Not Initiated Proposed Implementation Date	Completed (100%)	In Progress (% Achieved)	
			15. All persons who are affected by the program are involved in its development and implementation.
			16. There is administrative support.
			17. There are adequate facilities/staff to carry out the program.
			18. There is sufficient financial support for the program.

The guidance and counseling program has been reviewed based on the above 18 points, and verified by the staff to the best of their knowledge that all students within the school district have access to a comprehensive guidance and counseling program required in the VEPD Comprehensive Strategic Plan Guide's Introduction Section and as defined by Rule 3301-35-03 of the Ohio Administrative Code.

_____
Superintendent Signature Date

_____
School District

Please return this completed survey by _____ to:

Division of Educational Services
Ohio Department of Education
65 South Front Street, Room 702
Columbus, Ohio 43266-0308